RESIDENTIAL MAKE READY SERVICES

The U.S. Embassy requires a highly experienced and professional company to provide general cleaning, rehabilitation and maintenance services at a residence in Hill Station, Freetown.

This statement of work will be considered as the baseline for the evaluation of completed works expected to be performed at any given time for a period not exceeding 31 calendar days. Start dates will be expected at least a week after award of contract.

Interested vendors must visit the residence for inspection between the hours of 9:00 am to 4:00 pm October 1- 9, 2015.

For scheduling of the site visit and further technical enquiries, please contact Sylvester Mami; Mamis@state.gov; Tel: + 232 99 90 51 17.

Interested vendors should submit their quotations by email to: <u>FreetownGSOProcurement@state.gov</u> or by mail to: U.S. Embassy Freetown, General Services Office, Attention: Procurement Section, Southridge, Hill Station on or before <u>October 16, 2015</u>. Oral Proposals will not be accepted.

STATEMENT OF WORK

RESIDENTIAL MAKE READY SERVICES
UNITED STATES EMBASSY, FREETOWN, SIERRA LEONE

Part 1: General Information A. Introduction

The U.S. Embassy, Freetown requires a highly experienced and professional company to provide general cleaning, rehabilitation and maintenance services at their residences.

B. Background

This statement of work will be considered as the baseline for the evaluation of completed works expected to be performed at any given time for a period not exceeding 31 Calendar days. Start dates will be expected at least a week after award of contract.

C. Location of Works

Monopoly –DCR.

D. Objective

Execute the cleaning and maintenance services in a manner that is safe and efficient including but not limited to the below stated. Please note that all this work is expected to take place during normal working hours without undue obstruction to Post normal operations.

E. Scope

1. General Residence Work

Plumbing Services

- -Change rusted flexible connectors.
- Seal exposed domestic water piping where applicable.
- -Ensure that flexible connectors on water heaters and other plumbing fixtures are of high quality.
- -Ensure all water heaters have safety relief valves installed.
- Check basic plumbing for leaks and blockages

- -Change rusted nipples.
- -Ensure that bottle traps are installed on plumbing fixtures in bathrooms, kitchen, etc.
- -Fix angle valves on all water heaters, wash hand basins, toilets etc:

<u>ITEM</u>	QUANTITY
-1/2 " angle valve	8
-4 speed shower head	4
-1/2" flex connector	10
-3/4" x 1/2" galvanized bushing	6
-floor drain/ strainer	2
-Bidet ½" X3/8" flex	6
-bath tub mixer	2

Electrical Services

- Replace all fused light bulbs inside/outside with energy efficient bulbs (cool white) or the appropriate bulb
- Check (with view to correcting) all day/night switches for proper operation
- -Ensure that kitchen extractor fan housing is cleaned
- Others as directed

HVAC Services

ITEM	QUANTITY	CAPACITY	BRAND
Split Unit AC	5	18,000BTU	SHARP
Split Unit AC	3	12,000BTU	SHARP

Due to low pressure some units are cooling partially. Ensure that each set (both outdoor and indoor) is completely serviced including but not limited to the following:

- a. Have all filters well cleaned
- b. Clean all trays, blowers, etc.
- c. Have all drain pipes unclogged and cleaned
- d. Others as directed

Carpentry Services

- Check/replace all broken cabinet and closet hinges as well as drawer slides within the kitchen
- Check cabinets and closets for loose screws within the kitchen as well
- Others as directed

Roofing Services

- -Check for any indication of leaks and
- -Check bedrooms' ceiling for leaks. Repaint and seal roof.

Gardening Services

- Ensure that all gardens are well trimmed and lawn cropped as well to remove all overgrown bushes; weeds growing close by house perimeter, etc.
- Dispose of any garbage that is on site.

Masonry Services

- Minimal services may be required

Safety Equipment Services

- Minimal services may be required

2. Indoor Painting and Trim

- **a.** Contractor shall furnish all paint, brushes, rollers, drop clothes and any other materials needed in accomplishing this work.
- **b.** Locations, this applies to all walls, skirting, ceilings and door frames throughout the house including but not limited to:

- i. Entrance and Hallways
- ii. Living Room
- iii. Dining Room
- iv. Kitchen
- v. Study
- vi. Laundry
- vii. Storage room
- viii. Master bedroom
- ix. 2nd bedroom
- x. 3rd bedroom
- xi. Master Bathroom
- xii. 4th bedroom
- xiii. 5th bedroom
- **c.** Remove all nails and hanging hooks. Remove electrical cover plates and set aside prior to painting. Patch all holes and cracks. Apply a minimum of two coats on all painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Re-install electrical cover plates once final coat has dried.
- **d.** Tape off any non-painted surfaces where they meet the surface to be painted. Use painter's tape specifically designed for this purpose.
- **e.** Use of drop clothes to protect floor and carpeting is required while painting.
- **f.** Use high quality indoor paint in all areas except bathrooms, color to be determined. Discuss on site.
- **g.** Use anti mildew paint specifically intended for bathrooms in all bathrooms
- **h.** Varnish all baseboards and unpainted door trim.

3. Inside-General

- a. Grout all tiles
- e. Ensure that door handles are secured

- g. Check bedrooms' ceiling for leaks. Repaint and seal roof.
- j. Check that all shelve studs are in place
- k. Where water damage has occurred it should be repaired with high quality material
- 1. General cleanup will be required other than the floor cleaning as stated in the attached schedule

5. Windows/Sliding Doors

- a. All sliding windows/doors must slide easily while opening. Adjust or change hardware as needed.
- b. All hinged windows should open and close without difficulty.
- c. All cracked or broken windows should be replaced
- d. Paint putty
- e. Rails of sliding doors and windows must be cleaned to ensure ease of closure
- f. Have all grilles on doors and windows painted with enamel white

F. Site Visit:

A site visit will be scheduled for all interested bidders to inspect the site, take all necessary measurements, and observe the existing conditions in order to prepare an accurate bid. In compliance with set safety standards, the contractor shall do a comprehensive Safety Plan to be submitted along with the proposal.

Part 11: Work Requirements.

A. Technical Requirements.

- All quotes and proposals forwarded by the Contractor must include all materials, labor, tools, safety equipment/signals, indirect costs and profit. All GST (Goods and Services Tax) must be omitted as this mission falls under the GST exempt category.
- Post operations will not be interrupted while the job is performed.
 Work will be performed during regular business hours (see Part III
 of this SOW). The contractor must perform daily cleaning of the
 area. In addition to the daily cleaning, the contractor must remove
 any debris/garbage on weekly basis out of the embassy compound.
- The US Government (USG) will designate a COR (Contracting Officer Representative) to be responsible, among other duties, of supervising the work (quality/scheduling), approve/reject materials, act as the main point of contact, approve partial payments (if applicable), and respond to technical questions that the contractor may have. Contractor must follow and meet US and local construction codes and procedures as relating to this painting and cleaning project.
- Contractor must only use UL or FM approved equipment/materials. Locally purchased materials must be approved by the COR.

Quality assurance:

The contractor shall institute an appropriate inspection system including: (a) Develop and maintain checklists of duties to be carried out.

- (b) Ensure these duties are carried out by the supervisory staff and senior employees, and
- (c) Perform inspections at all work locations to determine whether the various services are being performed according to the contract requirements.
- (d) Develop a Project work program with all the activities, and highlight the critical activities.

The contractor shall provide copies of all inspection reports to the COR. The contractor shall promptly correct and improve any shortcomings and/or substandard conditions noted in such inspections. The contractor shall bring to the attention of the Contracting Officer or COR, any conditions beyond the responsibility of the contractor.

Inspection by government:

The services performed and the supplies furnished for this contract will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

The contractor shall be responsible for any corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

Cleaning and Protecting

- A. At the end of each work day ensure that all rags, empty cans, rubbish and other discarded paint materials are removed from site.
- B. Provide "Wet Paint" signs to protect newly repainted surfaces
- C. Ensure that paints do not fall on critical areas such as plants, electrical installations, grass, etc.

B. Deliverables

Contractor must submit material's specifications as well as prepare and submit paint samples of each type of finish, gloss and color for approval. Label samples with color number, name and date. However the contractor is held accountable for ensuring the quality and quantities of materials and supplies.

Part III. Supporting Information

A. Security

- FSN/local maintenance personnel will be with the contractor's workers at all times.
- No worker/equipment/material/vehicle will be allowed to enter the compound without prior approval from the COR. The embassy needs at least 4 workdays to provide authorization once the contractor provides the information of the workers (names, equipment, vehicle (color, model, license plate and drivers ID), or materials specifications.

B. Place of performance and working hours

- Work to be performed at Monopoly-DCR.
- Working hours will be from Monday through Fridays from 8:30 to 17:00 hrs; additional hours may be approved by the Contracting Officer Representative (COR) but the contractor must base its quote and schedule on the hours described above. Working hours include final daily cleaning.

C. Period of performance and scheduling of activities.

• Contractor must start the work within 30 calendar days or as determined by COR after contract award.

• Contractor must include in its proposal, a project execution schedule in a bar chart type format.

D. Attachments:

CONTRACTOR'S GENERAL RESPONSIBILITIES:

<u>Purpose</u>. To inform contractors of their general responsibilities for post managed construction projects.

Use for all post managed construction projects regardless of size.

The following is required of all construction contractors and subcontractors.

• Contractors must demonstrate understanding of their responsibilities under Post

Managed Construction Project safety program by addressing hazards in preplanning

Processes and meetings.

• Prior to starting a project, each contractor is required to review the work site and

identify hazards that may occur while performing the job.

• Prior to starting a project, the contractor shall contact Contracting Officer, to

ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based

paint, and other hazardous materials.

• Per 15 FAM 935, contractors must provide their employees with a safe and

healthful condition of employment.

• Contractors are expected to provide a "competent person" to implement Site

health and safety plan and to oversee its compliance. A competent person is an

individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the

specific operation, is designated by the employer, and has authority to take

appropriate actions.

• The Contractor shall be responsible for the removal and/or disposal of hazardous

waste generated from the project. Hazardous waste generated from the project

must be removed and disposed of in accordance with the Department's Hazardous

Waste Management Policy as well as local rules and regulations.

• The contractor shall ensure proper safety, health and environmental requirements

of EM 385-1-1 applicable to their project are followed.

• The contractor shall ensure individuals working at the site are trained and are

aware of potential hazards. Contractors shall ensure that these individuals are

provided with proper safety equipment to prevent accidental injury in accordance

with the requirements of the contract.

• Contractors will report accidents to POSHO.